

## ***CASE ADMINISTRATION***

Mark Langer, Clerk  
273-0310

Mark Butler, Special Counsel to the Clerk  
273-0729

### **CASE INFORMATION**

Linda Jones, Operations Coordinator  
273-0617

- Cases which have not been calendared for oral argument:
  - Petitions for review, applications for enforcement, and direct appeals from agency decisions.  
Agency Team 273-0303
  - Appeals from the District Court.  
District Court Team 273-0301
- Cases calendared for oral argument:  
Cheri Carter 273-0312

### **POST-DISPOSITIONAL MATTERS**

Robert Bonner, Legal Coordinator  
273-0716

- Petitions and suggestions for rehearing, certiorari:  
Robert Bonner 273-0716
- Opinion Information:
  - Opinion Headings.  
Debbie Moss 273-0312
  - Opinion Printing & Distribution.  
Eva Brown 273-0313

## ***ADMINISTRATIVE***

Marilyn Sargent, Chief Deputy Clerk  
273-0309

Michael Castillo, Administrative Supervisor  
273-0250

### **RECORDS INFORMATION**

- Briefs & tape recordings of oral arguments:  
Ralph Smith 273-0305
- Sealed files and records:  
Ralph Smith 273-0305
- Clerk's files & case records:  
Ranndy Bumbrey 273-0305

### **PERSONNEL INFORMATION**

- Personnel actions, ID cards, fringe benefits, & payroll allotments:  
Valory Miller 273-0398

### **FISCAL MATTERS**

- Non-appropriated fund matters, imprest fund, & payment of CJA vouchers:  
Sylvia Brown 273-0314

### **PROPERTY & PROCUREMENT**

- Supplies, furniture, equipment, housekeeping, maintenance, mail service, phone repair, USCA courtroom reservations:  
Kathy Lau 273-0615

## ***LEGAL DIVISION***

Martha Tomich, Director  
Gail Reizenstein Haven, Assistant Director  
273-0729  
Staff Attorneys  
273-0324

- Order Drafting
- Court Practices
- Pending Motions Matters
- Motions Conference Scheduling
- Motions Conference Memos
- Complex Cases

## ***OTHER IMPORTANT INFORMATION***

- Classified records, security clearances, judicial complaints, & independent counsel matters:

Marilyn Sargent 273-0309

- Statistical Information:

Carmen Gooding 273-0860

- Courtsheet Information:

Deborah Moss 273-0312

# ***OFFICE OF THE CLERK***

U.S. Court of Appeals for the  
District of Columbia Circuit



## ***TELEPHONE GUIDE TO SERVICES IN THE CLERK'S OFFICE***

- **Public Hours of Operation**

**9:00a.m. - 4:00p.m.**

**Monday - Friday**

- **Fax Numbers**

**Clerk 273-0988**

**Case Admin. 219-8530**

**Property & 273-0633**

**Procurement**

**Legal Div. 273-0384**

- **Room Locations**

**Clerk 5409**

**Admin. 5432**

**Case Admin. 5423**

**Intake 5423**

**Legal Div. 3429**

- **Recorded Information**

**General Info 273-0300**

**Opinions 472-9746**

- **District Court Records**

**273-0520**

- **Appellate Voice Information  
System (AVIS)**

**273-0926**